

**CITY OF LIVINGSTON**  
**POSITION DESCRIPTION**

**SEPT 19, 2006**

**POSITION:** Accounting Clerk

**DEPARTMENT:** Finance

**ACCOUNTABLE TO:** Finance Officer

**SUMMARY OF WORK:** Under supervision, performs standardized clerical accounting duties involving the maintenance and review of financial and statistical records. Bills, receipts and distributes Parking Fines and Judge's time payments. Handles Accounts Receivables & Payable for the City.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs duties requiring attention to detail, accuracy, timeliness, fiduciary trust and integrity. Must be able to deal with stress, dissatisfied people, and work with frequent interruptions. Occasionally works long hours to meet a deadline or handle a crisis. Consequence of error could be costly to the City of Livingston in terms of money and time. Deals with sensitive information and adheres to standards of confidentiality.

**Personal Contacts:** Daily contact with employees and department heads. Frequent contact with the public when assisting at front counter and over the phone.

**Supervision Received:** Supervision and assignments as needed from the Finance Officer.

**Essential Functions:** Position requires ability to: communicate orally and in writing; read written material; do bookkeeping; balance accounts; gather and check statistical data; maintain ledgers; calculate; maintain accurate financial records and systems; file; index; type; operate a computer and other office machines. Requires the ability to handle angry customers in a courteous, professional manner; complete tasks with minimal supervision; meet and greet the public; answer phones; be cross trained to handle overloads; lift weights of up to 30 pounds.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Encumbers claims into the software system on a daily basis.
- Checks vendor statements with invoices on a weekly basis.
- Reconciles statements from vendors and writes claims.
- Issues payments of bills for the City bi-monthly.
- Tracks, sorts & files purchase orders.
- Balances petty cash on a bi-monthly basis.
- Performs a variety of standardized clerical accounting duties involving the maintenance and review of financial and statistical records for the City.
- Receives the public at the counter and by phone and answers routine questions; refers more complex inquiries to appropriate personnel.
- Makes mathematical calculations and checks various statistical and accounting tables and reports.
- Checks, gathers, tabulates and proofreads financial and statistical records and reports.
- Posts, checks, balance and adjust accounts as needed.
- Maintains subsidiary control ledgers.
- Prepares or assists with the preparation of periodic appropriation, accrual, receivable and payable reports and records.
- Maintains various statistical and financial departmental files.
- Performs a variety of general clerical duties; may perform any duty in the Finance Office as position is cross-trained.
- Accurately, receipts payments from parking fines, court time payments and balance them to accounting system.
- Accurately files claims, files, etc.
- Runs claim checks and checks for accuracy as being sent out.
- Prepares 1099 forms yearly.
- Reconciles and Balances Bank Statement to Software monthly.
- Bills Business Licenses.
- Balances out front counter on a rotating basis.
- Does daily banking on a rotating schedule.
- Handles CDBG accounts monthly, quarterly, annually and prepares reports for state.
- Prints monthly budget reports and distributes to Department Heads.
- Works on accounting projects as required by Finance Officer.
- Attends training in Billings through Montana Municipal Clerks School.
- Data Entry.
- Answers phones.
- Performs other related duties as required.

## **JOB REQUIREMENTS:**

**Knowledge:** This position requires a working knowledge of: general principles of accounting, general word processing and computer skills including software such as Microsoft Excel and Word. Knowledge of BARS accounting and computerized financial applications is helpful.

**Skills:** This position requires skills in use of office machines including a computer; skills in accurate bookkeeping, typing, calculating, and maintaining accurate financial systems.

**Abilities:** This position requires the ability to: learn understand and apply various and multifaceted laws, rules and regulations governing the City office and department; pay attention to accuracy, detail, and timeliness: maintain confidentiality, read and understand Medicare and Medicaid laws; do Medical coding, operate accounting software programs on personal computers; write legibly; exercise courtesy and tact in receiving the public and providing information; deal with stressful situations; meet deadlines; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

## **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma plus at least one year of college or trade school in accounting or a business field.
- Must have three or more year's experience in an accounting capacity or equivalent combination of education and experience.
- Experience in BARS accounting helpful.

## **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Accurately performs a variety of standardized clerical accounting duties.
- Capably receives the public and receives and receipts money.

- Accurately makes and records mathematical calculations.
- Accurately gathers, tabulates and proofreads financial and statistical records and reports.
- Accurately posts, checks, balance and adjust accounts.
- Capably performs any duty in the office as needed.
- Maintains confidentiality of sensitive information.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Adheres to standards of confidentiality.